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Office Memorandum • UNITED STATES GOVERNMENT

TO :Chief of Logistics DATE: 7 January 195[illegible]

FROM :Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. General:

a. Preparation of Agency Regulations: (Continued item) No change - 17 Dec. 1953. 50X1

b. Reimbursement for administrative services, Headquarters, [redacted] (Continued item) No change - 22 Oct. 50X1

c. Rental Rates for [redacted] (Continued item) No change - 5 Nov.

2. Projects and studies in process:

a. Construction and Utilities:- 50X1

(1) Project [redacted], Comro:- (Continued item) Inspection scheduled for 5 Jan. made, final inspection and acceptance pending. 50X1

(a) Sewer Systems Revisions:- Final acceptance pending.

(b) Diesel generator installation [redacted] - Completeexcept for final check.

50X1

(2) [redacted] (Continued item)

(a) Building construction contract: Deputy Div. Chief at site.

(b) Antenna and power line contract: Antenna - 100% complete and power line - 95% complete.

(c) Construction of perimeter fence: Progress continues - 60% complete. 50X1

(3) Project [redacted], Training:- (Continued item) No change - 19 Nov. 50X1

(4) Project [redacted], Training:- (Continued item)

(a) Final payment for AE Contract:- No change - 7 Jan.

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(b) Appraisal of houses in order to establish fair rentals:- Follow up made, Office of Training holding up appraisal for review and further comments.

(c) Administrative Plan for Purchasing Houses:- Continued item - No change-23 Dec.

(d) Inspection of Warehouse Roof:- Div. representative visited site to inspect condition of warehouse roof. His report is in hand, to be submitted to Chief of Training with comments. 50X1

(5) Project [redacted] Supply Base:- (Continued item) Plans for heating and electrical work received, to be reviewed and comments returned to WE Div.

(6) [redacted]:- (Continued item) 50X1

(a) Water Supply Systems, [redacted] - Water tank erection completed, pending acceptance. 50X1

50X1 (b) Alterations to electrical systems at [redacted] [redacted] No change - 23 Dec. 50X1

(c) Building for Record Center at [redacted] General Services:- No change - 23 Dec. 50X1

(d) Commo Laboratory:- Office of Commo representatives and Div. Chief visited site on 4 Jan. to discuss additional requirements. Commo will submit memo requesting these additional items which are regarding antenna arrangements, etc., which may be accomplished by builder on the site.

Final acceptance delayed by the need of contractor to complete certain minor items of work. Probable acceptance before date of next report. 50X1

(7) [redacted]

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(b) [redacted]

50X1 (c) [redacted] Preliminary estimate (no plans) scheduled for return this date.

50X1 (8) Expansion of Support Base, [redacted] FE Div.:- (Continued item) Report forwarded to Act. Chief for Operations, IO, with no comment. Division representative's TDY to be terminated. PCS assignment contemplated within 30 days after his return 50X1 [redacted]

50X1 (9) [redacted] Warehouse, additional items of work costing approximately [redacted] (Continued item) Contract approved by General Counsel, executed and copy forwarded to Contractor. Work commenced on 5 Jan. 50X1

(10) [redacted]:- (Continued item) No change - 23 Dec.

(11) Extension to power plants and transmitter space and provision of water supply system, Commo, [redacted] 50X1 [redacted] - (Continued item) Cable received indicating plans and specifications pouched to Hdq. 23 Dec. Total contract costs of project $85,932.

50X1 (12) [redacted]:- (Continued item) No change - 3 Dec.

50X1 (13) Installation of cable and insulation of prefabricated building, [redacted] - Government furnished cable delivered to site and contractor notified to proceed with work. 50X1

(14) Project [redacted] (Continued item)- No change - 17 Dec.

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b. Real Estate:-

(1) Office space for [redacted] - (Continued item - 31 December) No change.

(2) Maintenance of [redacted]:- (Continued)

(a) [redacted]:- (Continued item - 12 November) No change.

(b) [redacted] (Continued item - 5 November) No change.

(c) [redacted] - (Continued item - 5 November) No change.

(3) Purchase of House at [redacted] (Continued item)

[redacted] will notify field of accounting procedures accompanying purchase.

(4) [redacted] Facilities for SR Division at [redacted]:- (Continued item - 5 November) No change.

(5) Power Lines, [redacted] (Continued item - 10 December) No change.

(6) Transfer of [redacted]:- (Continued item)

House being approved; a routine procedure accompanying normal sales.

(7) Reports on Field Trips:- (Continued item)

Reports forwarded to Chief of Logistics for review and comments.

(8) Burned BOQ at [redacted]:- (New Item)

Matter being worked out with FE Division as to reconstruction.

(9) Space requirements in Proposed Warehouse, [redacted]:- (New Item)

Matter being discussed with NEA, Commo, and Foreign Buildings Operations.

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3. Other Items of Interest:-- None.

4. Special Problems:-- (a) Continued item - 12 November. No change.

(b) Continued item - 31 December. No change.

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